

3 April 1953

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MEMORANDUM FOR:

FROM:

SUBJECT:

Human Resources Program Follow-up Meetings

I should like to plan with you for the second follow-up meetings in the Human Resources Program for four groups of supervisors in OGD: the Division Chiefs, the Branch Chiefs, the Group A Section Chiefs, and the Group B Section Chiefs.

As I discussed at the meeting [] and I had with [] last month, we are planning to conduct follow-up meetings approximately every six weeks, and I plan to make another official report on the Human Resources Program in OGD to [] about 15 November 1953.

The first follow-up meetings for the four groups indicated above were held on 22 January, and on 3, 4, and 5 February, respectively.

I suggest the dates of 13, 14, 16, and 17 April for the second follow-up meetings for the Division Chiefs, Branch Chiefs, Group A Section Chiefs, and Group B Section Chiefs, respectively. Preferably, 2 - 3 p.m.

At the Division Chiefs and Branch Chiefs meetings it is planned to discuss the attached abstract. This is from MANAGEMENT AND THE WORKER, an account of the famous investigations conducted by staff of the Harvard Business School in the Hawthorne Works of the Western Electric Company, - a book of 604 pages. The purpose of this abstract, which will be distributed to members of these two groups several days before the meetings, will be to focus discussion upon the nature of organization and how the principles of management discussed in previous meetings apply to the problems of organization.

At the meetings for Group A and Group B of the Section Chiefs, it is planned to present a strip film entitled, "Getting Ideas Across", which is one of the best units prepared in the Supervisory Development Program of the Foreman's Institute, a national organization concerned with supervisory training. We have used this film with two groups of Section and Unit Chiefs in OGD, and we believe that it is effective in focusing attention upon the importance of [] in expression as fundamental []

I shall check with you on []

Attached:

CIA HUMAN RESOURCES PROGRAM basic statement.

Abstract from MANAGEMENT AND THE WORKER.

NO CHANGE IN CLASS

DECLASSIFIED

CLASSIFIED 30: 32 2 0

Security Information

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